



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Wyoming State Office
P.O. Box 1828
Cheyenne, Wyoming 82003-1828



In Reply Refer To:
1400-735 (950) **P**

January 12, 2006

Instruction Memorandum No. WY-2006-014
Expires: 9/30/2007

To: All Employees
From: Deputy State Director, Support Services
Subject: Engaging in Outside Business or Employment

We have received questions lately regarding outside employment and business activities.

An employee may engage in outside business or employment to the extent that it does not prevent you from devoting your primary interests, talents, and energies to the accomplishment of your work for the BLM or create a conflict or apparent conflict between your private interests and your official responsibilities.

For purposes of this IM, business or employment means any form of non-Federal business relationship involving the provision of personal services by the employee, with or without compensation. This type of employment may include working for a local business, owning and/or operating your own business, running a business out of your home, or being a consultant or salesman for a company or business.

All outside work or activities must be performed wholly outside duty hours or while you are on authorized leave and must not involve the contribution of time or services by other Federal employees during their official duty hours. Generally, leave without pay will not be granted for the purpose of private employment. Outside work also must not involve the use of Government funds, facilities, equipment, or proprietary information that is not available to the public. Online activities that are connected with any type of outside work, activity, or endorsement of any products, services, or organizations are also absolutely prohibited on any Government owned or leased computer.

Prior approval to engage in outside work or activity is required by Department regulations for paid or unpaid work with a prohibited source. A prohibited source includes any organization or person seeking official action by the BLM; who does business or seeks to do business with the BLM; who conducts activities regulated by the BLM; or who has interests that may be substantially affected by the performance or nonperformance of the employee's official duties. This type of employment or activity may include, but is not limited to, services as officer, director, employee, consultant, contractor, teacher, or speaker. It also includes writing through an arrangement with another person for production or publication. It does not, however, include participation in the activities of nonprofit charitable, religious, professional, social, fraternal,

educational, recreational, public service, or civic organizations unless the participation involves the provision of professional services or advice for compensation other than reimbursement for actual expenses.

Please inform your supervisor of any outside business or activity in which you participate or plan to participate. If the activity is deemed to be with a prohibited source you must submit the attached Form 1400-114 through your first-level supervisor to Randy Warren, Human Resources Specialist, WY-953, for review.

Upon significant change in the nature of your outside employment or in your official position, you must submit a revised request for approval. If your outside employment terminates, no notification to the Human Resources Office is required.

If you have any questions regarding outside employment and/or activities, please contact Randy Warren or Julie Nelson, Human Resources Specialist, at 307-775-6037/6107, respectively.

Signed by:
Mary E. Trautner

1 Attachment:
1 - Form 1400-114 (1 p.)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

NOTIFICATION OF INTENT TO ENGAGE IN OUTSIDE WORK OR ACTIVITY

PART A - FOR COMPLETION BY EMPLOYEE	
1. Employee's Name and Duty Location:	2. Hours per Week of Outside Work or Activity:
3. Position Title & Grade:	4. Name and Address of Outside Organization:
5. Explain any official dealings you have, or may have, with your proposed employer:	
6. Briefly explain outside work or activity. Describe any involvement with (1) other DOI Bureaus, (2) other Government agencies, (3) regulated firms, if any, and (4) duration of outside activity (use separate sheet if necessary):	
<p>7. CERTIFICATION:</p> <p>I certify that the work or activity outlined above does not pose a real or apparent conflict of interest with my regular duties and that it will be performed only in a non-duty status without the use of Government facilities, equipment, supplies, or official information which is not available to the public, and within the restrictions given in 5 CFR 2635, Part G.</p> <p>Employee's Signature: _____</p> <p>Date: _____</p>	
PART B - REVIEW	
<p>1. I certify that I have reviewed the above statement and certify that the work or activity outlined does not pose a real or apparent conflict of interest with the employee's official duties. I certify that I will not assign any future duties which could place the employee in violation of the law. Should a situation arise where conflicting assignments must be made, the employee will be given prior notice and counseled in the steps to be taken to remain in compliance with applicable statutes and regulations.</p> <p>Supervisor's Signature: _____ Date: _____</p>	
<p>2. Procedural Review (Ethics Official):</p> <p>Ethics Official's Signature: _____ Date: _____</p>	